



# **Safety Topic of the Month**

## **Hand Tool Selection & Use**

**Richmond Refinery**

**April 2011**

\* This STOTM satisfies an action item from IMPACT ERM Loss# 2547.



# Outline

- Why is proper Tool Selection and Use important?
- Selection of the Proper Tool
- Proper Use of Tools
- Resources
- Review of Near Losses and TOP Lessons Learned

# Why is Proper Tool Selection and Use important?



- Choosing the proper tool greatly reduces the risk of injury. Remember **do it safely or not at all**.
- Obtaining the proper tool may take longer, but remember **there's always time to do it right**.

## LOSS PREVENTION SELF-ASSESSMENT

BEFORE BEGINNING ANY ACTIVITY/TASK/JOB, AFTER A LOSS OR NEAR LOSS, ANY UNUSUAL CIRCUMSTANCES:



**ASSESS** the risk!  
What could go wrong?  
What is the worst thing that could happen if something does go wrong?

**ANALYZE** how to reduce the risk!  
Do I have all the necessary Training and Knowledge to do this job properly?  
Do I have all the proper Tools and Personal Protective Equipment?

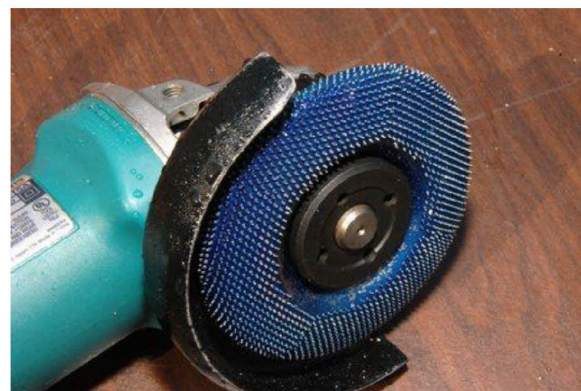
**ACT** to ensure loss-free operations!  
Take necessary Action to ensure the job is done properly!  
Follow written procedures! Ask for assistance, if needed!

**DO NOT PROCEED UNLESS ALL RISKS HAVE BEEN ADDRESSED!**  
**For Everyone • Every Day • All the Time**

# Selection of the Proper Tool

Questions to ask yourself:

- Are you properly trained to operate this tool? (formal training)
- Is this tool in good working order? (i.e. bolts, triggers, rivets, hoses/cords, connections and body housing in good condition, tight and secure)
- Are all safeguards in place? (Guards, safety mechanisms, trigger locks, etc.)




# Selection of the Proper Tool

- Is this tool the correct tool for the job?
- Is it rated properly for the job being performed? (i.e. size, weight, range, etc.)



## LOSS PREVENTION SELF-ASSESSMENT

**BEFORE BEGINNING ANY ACTIVITY/TASK/JOB, AFTER A LOSS OR NEAR LOSS, ANY UNUSUAL CIRCUMSTANCES:**



**ASSESS** the risk!  
What could go wrong?  
What is the worst thing that could happen if something does go wrong?

**ANALYZE** how to reduce the risk!  
Do I have all the necessary Training and Knowledge to do this job properly?  
Do I have all the proper Tools and Personal Protective Equipment?

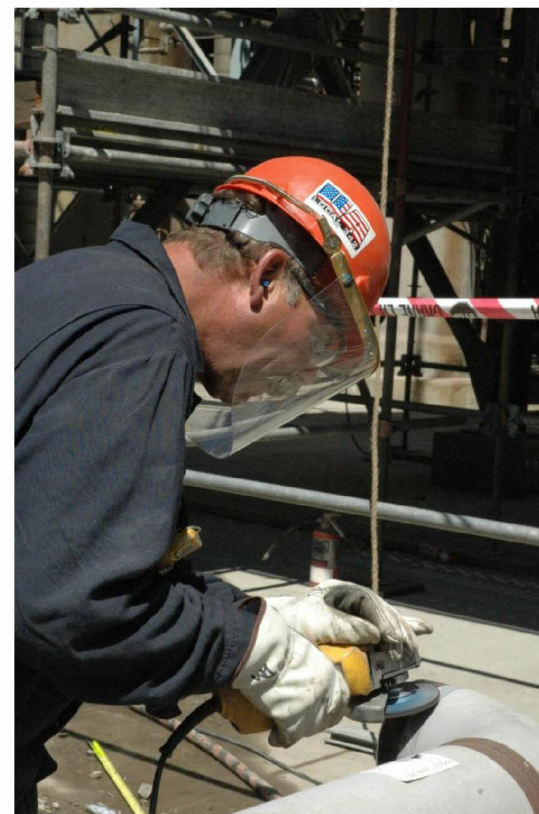
**ACT** to ensure loss-free operations!  
Take necessary Action to ensure the job is done properly!  
Follow written procedures! Ask for assistance, if needed!

**DO NOT PROCEED UNLESS ALL RISKS HAVE BEEN ADDRESSED!**

**For Everyone • Every Day • All the Time**

# Proper Use of Hand Tools

- Are you wearing the correct PPE to operate this equipment? (i.e. face shield, goggles, gloves, hearing protection, sleeves, etc.)
- Are you using the correct power source? (Air, 110 volt, 220 volt)
- If any problems arise during the use of the tool, discontinue use immediately and tag and return to CTR.
- Clean tool after each use. (prolongs life of tool and prevents exposure of contaminants to others)



# Questions?

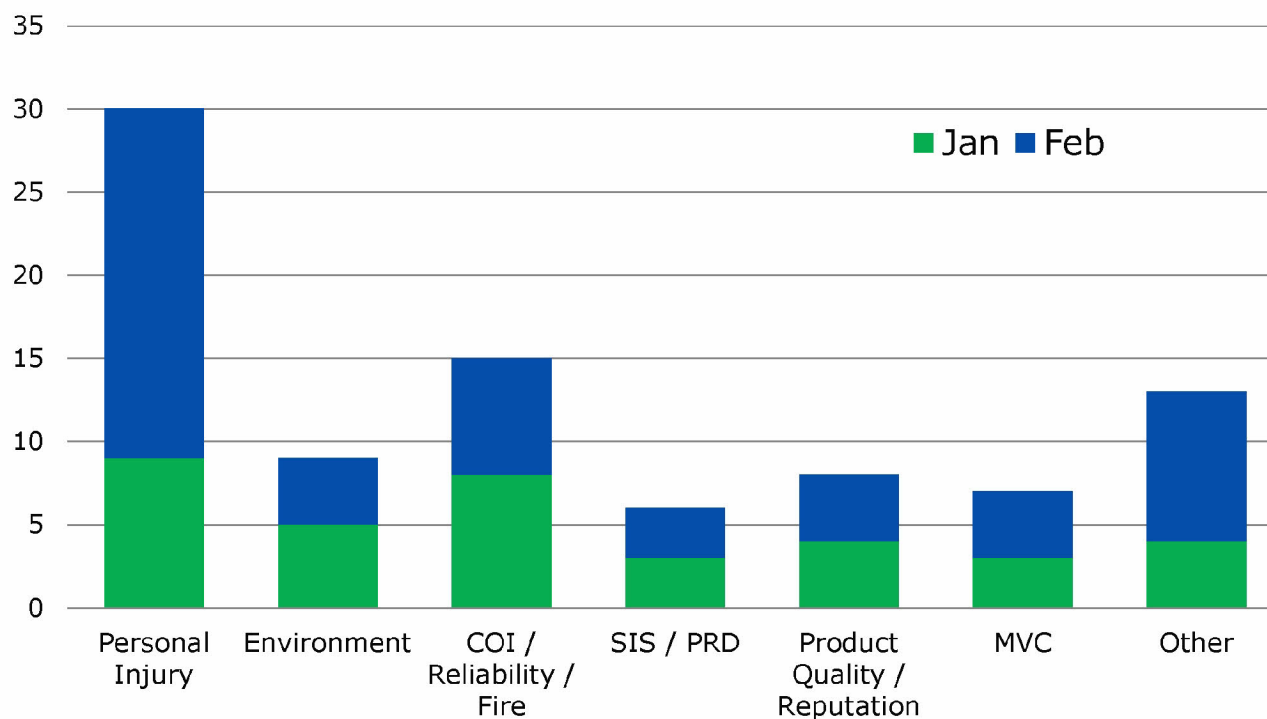
If you have questions, please feel free to contact your area's Field Safety Coordinator or Central Tool Room.







## Near Loss Update – January & February



### Some Quick Wins in February

Bump Station at 214 Main was out of order & has been replaced.

Gate on Office Hill repaired.

Walkway issues – boards nailed back down and anti-skid coating replaced.





# Review TOP Lessons Learned

Learning from our past incidents will help us prevent them in the future. Please take a few minutes now to review the TOP lessons learned.

## TOP Lessons Learned